



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT
Classified Pouch Handler/Diplomatic Courier Escort

Announcement Number: 09-13

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- OPEN TO:** All Interested Candidates (U.S. Citizens)
- POSITION:** **Classified Pouch Handler/Diplomatic Courier Escort** (Position # 98-622001)
(This is a sensitive position requiring a Top Secret security clearance)
- OPENING DATE:** Tuesday, July 14, 2009
- CLOSING DATE:** Until filled
- WORK HOURS:** Part-time; 30 hours/week -or- full-time; 40 hours/week
- SALARY:** *Based on a full-time, 40-hour work week*
- For persons Ordinarily Resident (OR*) in Bahrain: BD 6,709 /year (BD 559.083/month) starting salary, including allowances (position grade **FSN-06**). Applicants ordinarily resident in Bahrain **must** possess Bahraini government work and/or residency permits to be eligible for consideration.

- For persons Not Ordinarily Resident (NOR*) in Bahrain: Position grade **FP-08**; salary in US Dollars based on the US pay plan. See the HR section for more details.
- BENEFITS:** Excellent working conditions; 5-day workweek; pay for performance increases; premier worldwide medical insurance coverage for employee and family; 26 work days of annual leave per year; 20 holidays per year (American and Bahraini); optional retirement plan; ample opportunity for on-line/classroom training and personal development

The American Embassy in Manama is seeking candidates for employment as the Classified Pouch Handler/Diplomatic Courier Escort in the Embassy's Courier office. All candidates must be U.S. citizens with the possession of or ability to obtain and hold a top-secret clearance.

BASIC FUNCTION OF THE POSITION

The selected candidate will receive, load/unload, identify and verify all diplomatic pouch material for accountability ; open and close Manama pouch items and prepare all related paperwork; operate computer equipment to maintain inventory database; and prepare forms related to the movement of classified pouches. Escort couriers to/from airport related to the movement of classified pouches and assume control of pouches when required. Vault Maintenance arrange for upkeep of the vault and perform pouch staging. The MRDCH is a 24- hour operation and includes evenings, weekends and holidays. The candidate will report to the Manama Regional Diplomatic Courier Hub (MRDCH) supervisor.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office. Contact x2973.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school (high school) is required.
- 2. Experience:** At least one year general work experience is required.

3. Language: Level 3 (Proficient) speaking/reading/writing in English is required.

4. Knowledge: Computer knowledge is required. Knowledge of local traffic laws is required. Must possess or obtain a valid Bahraini driver's license and to pass a simple driving test for tarmac driving privileges is required.

5. Abilities & Skills: Ability to function independently and interact effectively and tactfully with the public - both Americans and non-Americans-such as airline personnel, immigration and customs officials and other pouch users is required. Ability to adapt to irregular, unscheduled hours of work is required. Ability to lift 70 pounds (31.82 kilos) involving some strenuous physical exertion such as lifting of diplomatic pouches and crates is required. Ability to drive a cargo van is required. Ability to adapt to extended outdoor activity and adverse weather conditions is required.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "needs improvement" or "unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current "not ordinarily resident employees" hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Must be able to obtain and hold a top security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement 09-13

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

Ordinarily Resident (OR): A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: A/MGT: AAitken; Cleared: HRO: JDavies; MRDCH: HCrowningshield; FMO: HDesjardins